Claims Register

The **Claims Register** report can be generated from the <u>Reports</u> hyperlink on the CM/ECF Main Menu Bar.

STEP 1 Click on Reports on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The REPORTS screen will then be displayed. (See Figure 2.)

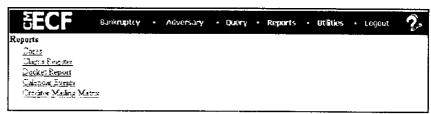


Figure 2

- ◆ Select the <u>Claims Register</u> hyperlink.
- STEP 3 The PACER login screen will then be displayed (See Figure 3.)

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|--|
| ECF/PACER Login |
| Notice |
| Thus is a Restricted Web Site for Official Court Business only. Unsuincided entry is probabited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. |
| Instructions |
| Enter your EUF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password if you do not have a PACER login, content the FACER Service Center to establish an account. You may register online at http://wacer.ppg.useotate.gov or call the PACER Service Center at (200) 676-6256 or (210) 301-644) |
| An access fee of \$17 per page, as approved by the Judicial Conference of the United States acids September 1992 session, will be ascessed for access to this service. All inquiries will be changed to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login, and password. The Chert code is provided to the PACER user as a means of tracking transactions by elsent. Thus code can be up to thirty two alphanumetric characters long. |
| Authentication |
| Login; |
| Password Password |
| client code: |
| A STATE OF THE STA |
| Login Clea |

Figure 3

- This screen is for you to enter your PACER login and password. If you do not have a PACER account, please refer to the PACER documentation for CM/ECF.
- After you enter your PACER login and password, and a client code, if desired, click on [Login].

STEP 4 The Claims Register information screen displays next. (See Figure 4.)

| ΣE | CF | Query + I | Reports • | Utilities • | Logout | ? > |
|---------------------|-------------------------------|--------------|----------------------------|-------------|--------------------|------------|
| Claims Reg | ister | | | | | |
| Case number | | | | | | |
| Office | Piensantville Green Valley | Creditor typ | Creditor Administrative | <u> </u> | Creditor number | |
| Creditor name | | | | | | |
| Claim number | to | | | | | |
| © FBed © Entered | 3/1/2001 to 3/ | 9/2001 | | | | |
| Sort by | Case Number = | | | | | |
| Rum Report | Cluar | | | | | |

Figure 4

Claim Register information can be requested by and limited by:

Case Number, (a required field)
Divisional Office,
Creditor Type,
Creditor Number,
Creditor Name,
Claim Number or Number Range,
Filed or Entered Date or Date Range.

- To view all claims activity for a case, enter only the case number.
- Claims can be sorted by

Case Number, Claim Number, Creditor Name, Filed Date, Office, Terminal Digit.

You can specify both a primary sort. If claims have the same value for the primary sort, they will be sorted by the secondary sort.

◆ After entering or selecting the desired criteria, click [Run Report] to generate the Claims Register report.

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5 The Claims Register screen is displayed. (See Figure 5.)

| | Technology Training and Sup Claims Register | port Division |
|------------------------|--|---|
| | <u>00-10122 Dale A. Danie</u> Judge Lillian Strasberg Debtor Name: DANIELS,DAI | |
| Claim No: [| Creditor Name: Radio Shack 1221 E. 29th Street Jackson, TN 38305 | Last Date to Pile Claims: 11/20/200 Last Date to Pile (Gort): Piling Status: Docket Status: Late: N |
| Claim Date: 07/27/2000 | Amends Claim No: Amended By Claim No: | Duplicates Claim No: Duplicated By Claim No: |
| Class | Amount Claimed | America Allewood |
| Unsecured | \$347.58 | \$0.00 |
| Tetal | \$347.58 | \$0.00 |

Figure 5

- Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.
- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
 - Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.

| • | Last Date to File Claims | Claims bar date set at the §341 Meeting setting or trustee's asset notice. |
|---|--------------------------|--|
| • | Last Date to File (Govt) | Governmental claims bar date set when the petition was filed for asset cases. |
| • | Filing Status | Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from |
| • | Docket Status | the edit claims utility. Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc. |
| • | Late | Yes or No flag signifying when |

received according to the claims bar

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|--|------------------------------|
| PINCE CALLS | Otaliana Daniella - Daniella |
| CM/ECF Court DRAFT | Claims Register - Page 4 |
| 0.11/2-01-0-0-11 | Gianno riogisto: - i age - |
| | |
| | |

date.

- This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.
- ◆ At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims. (See Figure 6.)

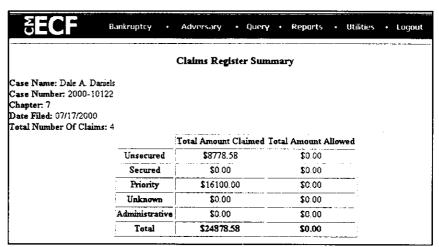


Figure 6

STEP 6

To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.